

Massachusetts Department of Correction
Division of Staff Development

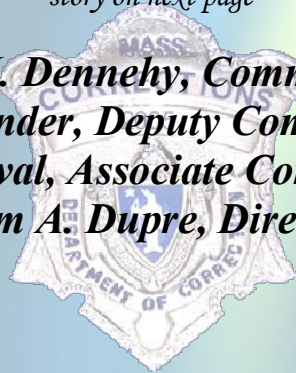
Training Catalog
April – June 2006



Historic
"Shirley Shakers"
story on next page



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Cover Story

Submitted by: Lieutenant Paul Poirier, DSD

"Shirley Shakers"

Shirley Complex History

Of the 26 original buildings, only 14 remain to tell the story of the Shirley Shaker Village in Massachusetts. Begun in 1793, the community received most of its land from a group of four generous benefactors. Affluent landowners of that region, Nathan Willard, Elijah and Ivory Wildes, and John Warren, donated hundreds of acres to the fledgling community. Blossoming around the houses of these principal land donors, the Shirley Shaker society developed into three separate families: the Church, North, and South families. Surviving into the 19th century, the community continued to expand, with a membership of 150 individuals by 1853. Typical of most Shaker architecture, the buildings of Shirley consisted of either clapboard or brick construction. The yellow and white clapboard structures preceded those of brick, which appeared only after the founding of a local brick factory in the 1840s. In addition to exterior façades, the interiors, especially those of the dwellings, were prototypically Shaker. In 1875, visitor William Dean Howells described "the unpapered walls, the scrubbed floors hidden only by rugs and strips of carpeting, and the plain flat finish of the wood-work. Each chamber accommodates two brothers or two sisters, and is appointed with two beds, two rocking chairs, two wash stands, and a wood stove with abundance of rugs, there were few tokens of personal taste in the arrangements of the rooms." With abundant apple trees, the Shirley Shakers utilized their natural resources and maintained a profitable applesauce industry throughout the 19th century. At times, however, the Believers ventured into broom making, jelly making, mop manufacturing, and herb preparation. However, similar to the plight of the Alfred Shakers, the plethora of economic enterprises failed to sustain the Shakers of Shirley, finally forcing the community to dissolve in 1908. Leaving their homes and land behind, the remaining members migrated to the Harvard Shaker Village to continue practicing their religious devotion and live out the rest of their lives.

Historical Background: The origins of the Shakers, like many other religious sects that splintered off mainstream Protestantism, are found in the 17th century. The Protestant Revolution, which began in Europe in 1517, along with the discoveries of new technologies and trade routes, altered the political, spiritual, and economic life of Europe and the world. The discoveries of the Americas, the uses of the vernacular tongues in writing, and the ancient earth-centered universe disproved by Tycho Brahe and other astronomers, along with the opening of new trade routes and newer technologies for warfare altered the earlier medieval conception of the universe.

With new scientific and religious interpretations opening up (the publishing of the Bible in various vernacular languages helped speed the process), the creation of new Christian Churches outside the Catholic Church and the mainstream Protestant denominations (the Lutheran Church, the Calvinists and Church of England) continued in the 17th and 18th centuries. Already in Elizabethan England the Puritans were becoming separate from the Church of England. Following came the Baptist Church, the Quakers, the French Camisards, the Community of True Inspiration, the first Unitarian tract, various Anabaptist and millenarian groups, the Methodists and others. Often the congregations that created these new churches believed that the mainstream Protestant Churches were becoming too legalistic in interpretation of the Bible. Two of these newer sects, the French Camisards and the Quakers, lead the way to the Shakers. The beliefs and early histories of these two religious groups will be briefly explored, as both groups contributed to the formation of Shaker beliefs.

Shaker Beliefs: The Shakers in America lived a communal life based on common ownership of property and goods, celibate purity, and confession of sins. The Shakers did not believe in procreation and therefore had to adopt children or allow converts into their community. The adopted children were given a choice at age 21 whether to remain with the Shaker community or go their way into the world. The Shakers eventually created 19 official communities in the Northeast, Ohio, and Kentucky. From these communities came agricultural advances and quality manufactured goods. In addition, the Shakers had advanced notions of equality between the sexes and the races. The Shakers had prosperous communities and grew to be respected by people who had scorned them for their unorthodox religious practices. The Shakers, like the Quakers, were pacifists in outlook, citing the example of Jesus Christ. The Shakers believed in opportunities for intellectual and artistic development within the Society. Good sanitation, simplicity in dress, speech, and manner were encouraged, as was living in rural colonies away from the corrupting influences of the cities. Like other Utopian societies founded in the 18th and 19th centuries, the Shakers believed it was possible to form a more perfect society upon earth. The Shaker belief in the equality of the sexes is symbolized by the special place their founder, Ann Lee, holds in the community. Spiritually, Shaker theology, which held that God created all things in a "dual" order, stated that the female element of Christ, manifested in Ann Lee, heralded the second Christian Church, as Christ heralded the first Christian Church. Evans states that Ann Lee became a spiritual woman, who could reveal and manifest "the Mother Spirit in Christ and in Deity," as Jesus, "being a male, could only reveal and manifest the Father in Christ and God." According to Christian Becksvroort, in *The Shaker Legacy Perspectives on an Enduring Furniture Style*, "The belief that God is both mother and father is the theological basis for the Shaker belief in the basic equality of the sexes and has important implications for Shaker organizational structure, which required male and female representatives in key roles."

The Shaker communities referred to those who lived outside as people from "the World." They allowed contact with outsiders, and many outsiders, including Nathaniel Hawthorne, observed their religious practices. Shaker communities were agriculturally based, and consisted of several Shaker "families." The celibate Shaker "family" was not a family of blood relations; rather all referred to themselves as brothers and sisters of the Shaker community. The sexes lived, and mostly worked, apart, living in communal homes that could house up to 100 people. The community meetinghouse became the center of Shaker worship services on Sunday where the sexes sat in separate rows. The spontaneous dancing that was part of Shaker worship until the early 1800's became replaced by choreographed dancing. Around the 1840s spontaneous dancing returned, but by the end of the 19th century dancing ceased, and worship services were taken up with the singing of hymns, testimonials, a short homily, and silence. The Shakers came under a spiritual revival called the Era of Manifestations, which lasted from the late 1830s to about 1850. According to Shaker tradition, heavenly spirits came to earth, bringing visions, often giving them to young Shaker women, who danced, whirled, spoke in tongues, and interpreted these visions through their drawings and dancing. While the Era of Manifestations strengthened the spiritual roots and bonds of the Shakers, several of the leaders of this movement later left the Shakers. As pacifists, the Shakers did not believe that it was acceptable to kill or harm others, even in time of war. As a result the Civil War brought with it a strange time for the Shaker communities in America. Both Union and Confederate soldiers found their way to the Shaker communities. Shakers tended to sympathize with the Union but they did feed and care for both Union and Confederate soldiers. President Lincoln exempted Shaker males from military service, and they became some of the first conscientious objectors in American history. The end of the Civil War brought large changes to the Shaker communities. One of the most important changes was the post-war economy. The Shakers had a hard time competing in the industrialized economy that followed the Civil War. With prosperity falling, converts were hard to come by. By the early 20th century the once numerous Shaker communities were failing and closing. Today, in the 21st century, the Shaker community that still exists the Sabbath day Lake Shaker Community (www.shaker.lib.me.us) at New Gloucester, Maine denies that Shakerism was a failed utopian experiment. Their message, surviving over two centuries in America, reads in part as follows: "Shakerism is not, as many would claim, an anachronism; nor can it be dismissed as the final sad flowering of nineteenth century liberal utopian fervor. Shakerism has a message for this present age--a message as valid today as when it was first expressed. It teaches above all else that God is Love and that our most solemn duty is to show forth that God who is love in the World."

Note: If you have an interesting story you would like considered for future catalogs please contact Lieutenant Paul Poirier at (978) 514-6725

The Massachusetts Department of Correction

The Division of Staff Development is proud to provide the following training opportunities to Departmental staff and the external environment to include other departments, agencies and organizations within the Commonwealth. The 2005-2006 Training Year provides a great number of specialty programs as well as standard pre-service and in-service opportunities. If you have any questions about our programs, please call (978) 514-6703 for further information.

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Course Registration

Please contact your Institution Training Officer or Division Training Coordinator for registration.

All other persons please contact Cathy Collins at (978) 514-6703.

Massachusetts Department of Correction

Vision Statement

We are professionals committed to an open and respectful organization dedicated to public safety through the safe, secure, humane confinement and successful community re-entry of our offender population.

Mission Statement

The Massachusetts Department of Correction's mission is to promote public safety by incarcerating offenders while providing opportunities for participation in effective programming designed to reduce recidivism.

Core Values

Commitment to Public Service

Responsible

Accountable for your actions

Respectful

Treat others as you want to be treated – Golden Rule

Honest

Having the courage to do the right thing

Caring

How you do your job and the impact it has on others



Division of Staff Development Mission Statement

Create and implement innovative training programs that provide all learners with the knowledge, experience, perspectives and skills to achieve the department's mission of public safety and the successful community re-entry of our offender population.

Improve learning by establishing research-based training programs through state and national standards, best practices and current trends.

Help transform our department through learning opportunities and modeling the ethical, professional and value driven behaviors we wish to cultivate in the workforce.

New Employee Orientation Program FY' 06

| <i>Month</i> | <i>Northern Region - Shirley Training Academy 8:00am - 4:00pm</i> | <i>Southern Region - Warren Hall 8:00am - 4:00pm</i> |
|--------------|---|--|
|--------------|---|--|

| | | |
|------------------|-----------------------|-------------------------|
| <i>July</i> | July 18 - 22 | July 11 - 15 |
| <i>August</i> | August 15 - 19 | August 1 - 5 |
| <i>September</i> | September 19 -23 | August 29 - September 2 |
| <i>October</i> | October 17 - 21 | October 3 - 7 |
| <i>November</i> | November 14 - 18 | October 31- November 4 |
| <i>December</i> | December 12 - 16 | December 5 - 9 |
| <i>January</i> | January 23 - 27 | January 9 - 13 |
| <i>February</i> | February 27 - March 3 | February 6 - 10 |
| <i>March</i> | March 20 - 24 | March 6 - 10 |
| <i>April</i> | April 24 - 28 | April 3 - 7 |
| <i>May</i> | May 15 - 19 | May 1 - 5 |
| <i>June</i> | June 26 - 30 | June 5 - 9 |

TOPICS: Introduction/Administrative/ Philosophies and Goals/ Historical View/Security Levels; Employee Rules and Regulations/ C.O.R.I.; Report Writing/ Disciplinary Procedures; IMS Overview; Ethics and Professionalism; Contraband; Interpersonal Relations/Communications/Inmate Supervision; Chemical Agent Overview; Use of Force; Defensive Tactics; Communicable Diseases; Domestic Violence/ Workplace Violence; Victim Services Overview; Sexual Harassment/ Staff Sexual Misconduct; Suicide Prevention; CPR/First Aid/Certificates; and Site Specific.

Recruit Training Program

It is the policy of the Massachusetts Department of Correction to train all recruits both physically and academically to ensure graduation of qualified employees who are capable of performing the duties and responsibilities required of them at the institutional level. At a minimum, the recruit-training curriculum will cover, but not be limited to, the following areas:

| | | |
|---|--|--|
| Basic Marksmanship AR-15 Rifle | Employee Rules and Regulations | Radio Communication and Phone Procedures |
| Basic Marksmanship Revolver | Ethics and Professionalism | Report Writing |
| Basic Marksmanship Training 12 Gauge Shotgun | Fire Safety | Response to Inmate Sexual Assault |
| Body Searches (Clothed/Unclothed) | Forced Movement of Inmates/Extraction Team | Restraint Equipment |
| Cell/Area Searches | Hostage Situations | Right to Know Law |
| Communicable Diseases | Inmate Accountability | Scott Air Pack |
| Control of Contraband | Inmate Rights/Civil Liability | Security Threat Groups |
| Control of Locks and Keys | Inmate Social Cultural Lifestyles | Sexual Harassment |
| CORI | Inmate Transportation | Special/Medical Inmate Diets |
| Crime Scene | Interpersonal Communication Skills | Stress Awareness |
| Cultural Diversity | Interpersonal Relations | Suicide Awareness and Intervention |
| Defensive Tactics Phase I (Psychological) | Introduction to Security Inspections | Supervision of Inmates |
| Defensive Tactics Phase II (Hands-On) | Log Book Entries | Counseling Techniques |
| Disciplinary Procedures | Institution Training (Alternate Site) | Staff Sexual Misconduct |
| DOC Chemical Agents Program Overview & Exposure | Mental Illness | Tool Control |
| DOC Organization Overview | Pedestrian Trap Procedures | Use of Force |
| DOC Philosophy and Goals | Physical Fitness and Injury Awareness | Victim Services |
| Emergency Response Procedures | Post Orders | Wellness/Nutrition |

In-service Training Program FY'06

The In-service Training Program for FY'06 was designed with the desired outcome of aligning the workforce with the Department's outlined goals and objectives that support the agency's vision and mission.

September 12, 2005 – June 30, 2006

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY |
|---|---|---|--|
| <i>Opening Session</i> Introduction, Sign In, Program Overview, Training Goals & Objectives, and Stress Unit Briefing <i>Communication Skills</i> Interpersonal Communication – De-escalation Techniques/Counseling Skills <i>Security and Safety Procedures</i> Inmate Transportation - Outside Hospital Procedures <i>Employee Wellness</i> Physical Fitness/Nutrition/Stress Management | <i>Opening Session</i> Daily Assessment Feedback Sign In <i>Cultural Awareness</i> Cultural Diversity <i>Use of Force</i> Regulations and Tactics <i>Use of Force</i> Defensive Tactics Phase II (Hands On) <i>Use of Force</i> Restraint Equipment and Application | <i>Opening Session</i> Emergency Care CPR/AED-Video <i>Emergency Care</i> CPR/AED – Practical <i>Security and Safety Procedures *</i> Unit Activity Logs Inmate Counts Searches Unit Visitor Log <i>Communication Skills *</i> Report Writing <i>Supervision of Offenders *</i> Disciplinary Reports <i>Correctional Leadership</i> Hostage Awareness | <i>Opening Session</i> <i>Prison Rape Elimination Act Video</i> <i>Emergency Care</i> First - Aid Video First Aid – Practical <i>Standards of Conduct/Ethics *</i> Domestic Violence Workplace Violence Sexual Harassment <i>Inmate Mental Health *</i> Suicide Prevention Recognizing Mental Illness <i>Cultural Awareness *</i> Spanish in the Workplace <i>Supervision of Offenders *</i> Reentry/Reintegration Initiative SVORI <i>Inmate Rights</i> ADA CORI <i>Use of Force</i> Forced Movement of Inmates |

******Friday (Site Specific) –held at assigned institution/division******

**other applications as developed*

April 2006

Specialty Course Offerings

Staff Supervision Training for Correction Professional

Location: Warren Hall, Bridgewater Complex
Date: April 3, 4, 12, 20, & 28, 2006
Time: 8:00am – 4:00pm
Instructor(s): DSD & Departmental Staff

Intended Audience: *Open to Department of Correction recently promoted Sergeants.*

COURSE DESCRIPTION:

One of the most important transitions you will make in your career is the one from doing the work to supervising the work. The transition to first line supervisor calls for more than developing new competencies. It calls for developing a different perspective on your role and a different mind set about your organization.

This course is intended to introduce you to those changes, and prepare you for the challenges you will face.

Note: *Enrollment is limited to (24) participants. This is a five-day program. DOC enrollment should be done through the Program Management screen. The program type is "Supervisors Program". The course name is 06newsup04.*

Microsoft PowerPoint - Intermediate Level

Location: Shirley Training Academy, Shirley Complex
Date: April 3, 2006
Time: 9:00am - 12:00pm
Instructor(s): Paul Poirier, Lieutenant, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This class will expand from the introductory level offered previously and include applying sounds, and animation to your presentation.

Note: *Participants should bring with them a topic & material for creating job related presentation, which they can utilize upon returning to their worksite.*

Intermediate Date Comp Workshop

Location: Warren Hall, Bridgewater Complex
Date: April 6, 2006
Time: 9:00am - 3:00pm
Instructor(s): Emily O'Connor, Correctional Program Officer
A/B, Date Computation Unit
Linda McHugh, Consultant

Intended Audience: *This workshop is for people with moderate /intermediate date comp knowledge, especially those who have previously attended the Basic Date Comp training.*

COURSE DESCRIPTION:

Topics will include computing TIS & non-TIS sentences, aggregating from & after's and jail credits. Please bring your date comp calculator.

"ARC Flash Training " and Product Demonstration

Location: Shirley Training Academy, Shirley Complex
Date: April 6, 2006
Time: 8:00am - 2:30pm
Instructor(s): Presented by GRAINGER CORPORATION

Intended Audience: *Industrial Instructors, Fire Safety Officers, Tool Control Officers, Environment Health and Safety Officers, and all Facility Maintenance related positions.*

COURSE DESCRIPTION:

8:30-12:00PM

Arc Flash informational session includes presentations and discussions from three manufacturers: Brady (Lock Out/Tag Out), Square D (Electrical Safety) and Salisbury (Personal Protective Equipment).

12:00-12:30PM Lunch (Provided)

12:30-1:30PM

General hand protection covering Chemical Resistant (glove compounds, positive and negatives of each and how to read Ansell's chemical chart), Cut Resistant (Kevlar, Dyneema and Spectra, advantages and disadvantages of each), General Purpose (Focus is on dexterity, comfort and why to wear each type), Disposables (types and applications) and Special Purpose (heat-resistant, cold-resistant and anti-vibration/impact) gloves. Brief overview of protective clothing including aprons, sleeves and rain suits.

Overview of Ansell gloves that other Correctional facilities are using and why. Presenter is Deb Peters of Ansell. Ansell is the world's largest manufacturer of synthetic gloves offering the largest glove selection of any manufacturer.

“ARC Flash Training ” and Product Demonstration

Location: Warren Hall, Bridgewater Complex
Date: April 7, 2006
Time: 8:00am - 2:30pm
Instructor(s): Presented by GRAINGER CORPORATION

Intended Audience: *Industrial Instructors, Fire Safety Officers, Tool Control Officers, Environment Health and Safety Officers, and all Facility Maintenance related positions.*

COURSE DESCRIPTION:

8:30-12:00PM

Arc Flash informational session includes presentations and discussions from three manufacturers: Brady (Lock Out/Tag Out), Square D (Electrical Safety) and Salisbury (Personal Protective Equipment).

12:00-12:30PM Lunch (Provided)

12:30-1:30PM

General hand protection covering Chemical Resistant (glove compounds, positive and negatives of each and how to read Ansell's chemical chart), Cut Resistant (Kevlar, Dyneema and Spectra, advantages and disadvantages of each), General Purpose (Focus is on dexterity, comfort and why to wear each type), Disposables (types and applications) and Special Purpose (heat-resistant, cold-resistant and anti-vibration/impact) gloves. Brief overview of protective clothing including aprons, sleeves and rain suits.

Overview of Ansell gloves that other Correctional facilities are using and why. Presenter is Deb Peters of Ansell. Ansell is the world's largest manufacturer of synthetic gloves offering the largest glove selection of any manufacturer.

Captivate Introductory

Location: Shirley Training Academy, Shirley Complex
Date: April 7, 2006
Time: 9:00am - 4:00pm
Instructor(s): New Horizon Instructor

Intended Audience: *Open to staff with access to Captivate software for development of e-learning modules.*

COURSE DESCRIPTION:

The following are topics to be covered: creating Captivate movies, using slides to build a movie, the Captivate timeline and objects, adding captions, adding interactivity, creating e-learning applications, exporting movies to a variety of media. Following this training staff will be able to create e-learning modules.

Creating Forms with Microsoft Word

Location: Warren Hall, Bridgewater Complex
Date: April 10 & 11, 2006
Time: 8:00am - 4:00pm
Instructor(s): Jason Mazza, Sergeant, MADOC

Intended Audience: *Experienced users, familiar with the basic operating functions of MS Word.*

COURSE DESCRIPTION:

Users will be shown various ways to create comprehensive, attractive, user-friendly forms utilizing any version of Microsoft Word. Class time will be allocated for the attendees to create and present their own form designs.

Note: *This is a two-day workshop (Tuesday and Wednesday). DOC enrollment should be done through the Program Management screen. The program type is "Support". The course name is 06word0410.*

Date Computation - Parole Violators

Location: Shirley Training Academy, Shirley Complex
Date: April 11 & 13, 2006
Time: 9:00am - 1:00pm
Instructor(s): Emily O'Connor, Correctional Program Officer
A/B, Date Computation Unit
Linda McHugh, Consultant

Intended Audience: *Staff with moderate date computation knowledge.*

COURSE DESCRIPTION:

This two-part workshop will provide you with the skills for calculating a parole violators' date computation. This training is for people with moderate/intermediate date comp knowledge. Please bring your date comp calculator.

Note: *This is a two-day program. DOC enrollment should be done through the Program Management screen. The program type is "Supervisors Program". The course name is 06dtcomp04.*

Children Who Witness Domestic Violence

Location: Warren Hall, Bridgewater Complex
Date: April 12, 2006
Time: 9:00am - 3:00pm
Instructor(s): Heather Hall-Martin, Director, Domestic Violence Coordinator

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This program will discuss the immediate and long-term affects of children who witness violence in the home.

Discussion will include topics such as what will affect the child's response to the violence, children who are at risk, and long-term costs, not only to the child, but also to society. Group exercises and videos will also be part of the program.

Advanced Restraints

Location: Warren Hall, Bridgewater Complex
Date: April 12, 2006
Time: 9:00am – 11:00am
Instructor(s): Lee Clement, Correction Officer, DSD

Intended Audience: *Open to all participants.*

COURSE DESCRIPTION:

Participants will learn the policy requirements when placing an inmate in four point restraints. Participants will learn how to implement the proper procedures required to place an inmates on four-point restraint and be provided the opportunity to demonstrate these skills.

Adult CPR and AED – In-service Program

Location: Shirley Training Academy, Shirley Complex
Date: April 12, 2006
Time: 12:00pm - 4:00pm
Instructor(s): DSD Staff

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

American Red Cross CPR/ AED Certification Program.

Outside Hospital Procedures

Location: Warren Hall, Bridgewater Complex
Date: April 12, 2006
Time: 1:00pm – 3:00pm
Instructor(s): Lee Clement, Correction Officer, DSD

Intended Audience: *Open to all participants.*

COURSE DESCRIPTION:

This module will provide participants with an understanding of the various roles and responsibilities of security positions and those of the larger team, including health care professionals.

Self Defense Techniques – In-service Program FY’06

Location: Shirley Training Academy, Shirley Complex
Date: April 13, 2006
Time: 9:00am - 11:00am
Instructor(s): Larry Boudreau, Sergeant, DSD

Intended Audience: *Staff members assigned where supervision of inmates is required.*

COURSE DESCRIPTION:

Understanding body spacing and reading non-verbal signs: Be able to apply the approved restraint techniques effectively. Good interpersonal skills can help avoid most situations from becoming confrontational.

Inmate Management System Training on Community / Facility Work Crews

Location: Warren Hall, Bridgewater Complex
Date: April 14, 2006
Time: 9:00am - 1:00pm
Instructor(s): Jeff Garvey, Correctional Program Officer C, DSD
Matt Syring, Correctional Program Officer A/B, DSD

Intended Audience: *Community/Facility Work Crew Coordinators.*

COURSE DESCRIPTION:

This course will provide staff with an understanding of how to set-up Community Work Crews and Facility Work Crews in the I.M.S., assign and discharge inmates, and maintain a daily log on all crew activities.

Security Threat Groups / Prison Gangs in MADOC

Location: Warren Hall, Bridgewater Complex
Date: April 14, 2006
Time: 9:00am - 11:00am
Instructor(s): Tomas Martinez, Sergeant, Gang Unit

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This training session will give participants an Understanding of Gangs, Identification, Interdiction, and Investigation.

Note: Maximum enrollment (20).

Extraction Video Camera Operations (Training for Trainers)

Location: Shirley Training Academy, Shirley Complex
Date: April 14, 2006
Time: 8:00am - 4:00pm
Instructor(s): Raymond Gonsalves, Sergeant, DSD

Intended Audience: *Institution Training Officers.*

COURSE DESCRIPTION:

This is a Training for Trainers course for Institution Training Officers. Participants will be certified to teach the Department Lesson Plan: Extraction Video Camera Operation. The course will cover the requirements of the 103 DOC 503 policy including events that must be recorded, information the camera operator must state on camera as part of the record, proper camera positioning during particular events and a video camera pre-operation checklist. Upon completion of the course ITO's will be prepared to effectively train designated staff responsible for these duties at the institution level.

Note: ITO's should bring the camera equipment used for Extractions at their institutions. Enrollment is limited to (20) participants.

Overview of Law Enforcement “Cooper Standards”

Location: Shirley Training Academy, Shirley Complex
Date: April 17, 2006
Time: 9:00am – 12:00pm
Instructor(s): Jaime Andrade, Sergeant, DSD
Raymond Gonsalves, Sergeant, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Identify what wellness and fitness is, and what impact they have in our Society and Profession. Discuss the affects of a sedentary lifestyle, and ways to improve our health and motivate participants to start and adhere to a Physical fitness program.

Interpersonal Relations - Boundaries

Location: Warren Hall, Bridgewater Complex
Date: April 20, 2006
Time: 9:00am - 11:00am
Instructor(s): Janice Perez, Correction Program Officer A/B, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Participant's will learn how to establish boundaries and recognize signs of violations. Learn about effective staff/offender relationships and learn the warning signs that a boundary has been compromised. Upon successful completion of the program, students will be able to recognize violations and the importance of limit setting and demonstrate the techniques and tactics covered in the program.

Note: *Maximum enrollment (20).*

Working Together Effectively

Location: Shirley Training Academy, Shirley Complex
Date: April 20, 2006
Time: 9:00am – 12:00pm
Instructor(s): Heidi Pihl-Buckley, Curriculum Developer,
Massachusetts Department of Youth Services

Intended Audience: *Open to all interested participants*

COURSE DESCRIPTION:

This interactive solutions based workshop will focus on the issues we deal with on an everyday basis. How do we deal with our co-workers professionally? When we are having an issue with someone do we go to him or her or a third person? How can we be part of the solution instead of part of the problem?

The Use of Force for Managers and Shift Commanders

Location: Warren Hall, Bridgewater Complex
Date: April 21, 2006
Time: 12:00pm – 3:00pm
Instructor(s): Fred Lavenski, Training Instructor, DSD

Intended Audience: *This program is limited to Department of Correction Managers and Shift Commanders.*

COURSE DESCRIPTION:

This program is designed to outline performance measures and help managers evaluate spontaneous and planned uses of force incidents. The goal of this program is to standardize the Departmental expectations surrounding use of force.

The Legislative Process

Location: Shirley Training Academy, Shirley Complex
Date: April 21, 2006
Time: 9:00am -12:00pm
Instructor(s): John O'Malley, Legislative Manager,
Constituency Services

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Give the participants an overview as to how the legislative system in Massachusetts works. Explain the process of how a Bill becomes a law and how politics and lobbying play a role.

Health and Fitness Workshop

Location: Shirley Training Academy, Shirley Complex
Date: April 21, 2006
Time: 9:00am -12:00pm
Instructor(s): Mark Montaquila, Sergeant, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Class will focus on principles of basic nutrition for healthy weight management or weight loss, basic fitness and stress management.

Advanced Restraints – In-service Program FY’2006

Location: Shirley Training Academy, Shirley Complex
Date: April 24, 2006
Time: 9:00am – 11:00am
Instructor(s): Jaime Andrade, Sergeant, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Participant’s will be learn the policy requirements when placing an inmate in 4-point restraints. Participant’s will learn how to implement the proper procedures required to place inmates on four point restraints and be provided the opportunity to demonstrate these skills.

Creating Forms with Microsoft Word

Location: Shirley Training Academy, Shirley Complex
Date: April 24 & 25, 2006
Time: 8:00am – 4:00pm
Instructor(s): Jason Mazza, Sergeant, MADOC

Intended Audience: *Experienced users, familiar with the basic operating functions of MS Word.*

COURSE DESCRIPTION:

Users will be shown various ways to create comprehensive, attractive, user-friendly forms utilizing any version of Microsoft Word. Class time will be allocated for the attendees to create and present their own form designs.

Note: *This is a two-day workshop (Monday and Tuesday). DOC enrollment should be done through the Program Management screen. The program type is “Support”. The course name is 06word0424.*

Community Work Crew Supervisor Training and Related Inmate Management System Functions

Location: Shirley Training Academy, Shirley Complex
Date: April 27, 2006
Time: 9:00am - 11:00am
Instructor(s): Paul Poirier, Lieutenant, DSD
Gary Perrin, Correction Officer, NECC

Intended Audience: *Open to all staff required to supervise a community work crew.*

COURSE DESCRIPTION:

The training will cover all areas related to supervising a community work crew to include duties of the community work crew supervisor and related IMS screens.

- * Duties of the community work crew supervisor.
- * Safe Driving Techniques.
- * Search Procedures.
- * Medical Concerns
- * Emergency Procedures.
- * Security & Accountability Issues
- * Interpersonal Relations with Inmates
- * General Rules

Note: *This is a two-day workshop (Tuesday and Wednesday).*

Extraction Team Leader/Chemical Agents End-User

Location: SECC Training Center
Date: April 27, 2006
Time: 9:00am -1:00pm
Instructor(s): James Murphy, Sergeant, Special Operations Division

Intended Audience: *Extraction Team Leaders*

COURSE DESCRIPTION:

This is a one-day program consisting of Extraction Team Leader Training and Chemical Agent End User certification. Participants will learn proper procedures for an extraction team including the role and responsibilities of the team leader, individual assignments, debriefing requirements, video operations and restraints. Participants will also understand Department policy and procedures regarding the use of chemical agents, manufacturer's recommendations, how to dispense chemical agents, it's psychological and physiological effects and decontamination procedures. Participants will be exposed to chemical agents during the training.

Note: *The training has a practical application component and all participants will be exposed to chemical agents. Please dress accordingly. Enrollment should be done through the Program Management screen. The program type is "Supervisors Program". The course name is 06ExTm0427.*

Enrollment is limited to 30 participants.

Conflict Resolution and Problem Solving

Location: Shirley Training Academy, Shirley Complex
Date: April 27, 2006
Time: 9:00am - 3:00pm
Instructor(s): William Sturgeon, Director of the Center for Rural Preparedness and Emergency Services, Southern Vermont College

Intended Audience: *Open to all interested participants..*

COURSE DESCRIPTION:

This module will instruct the participants on how to use a specific model to mediate conflict and then progress to problem solving. Many parts of this module have been taken from the National Institute of Corrections and Bureau of Prisons management classes.

The learning objectives for this module are to demonstrate to the participants the different types of conflict and how to work through them. The problem-solving model will prepare the participants to systematically and objectively work their way through a problem. The module is interactive and requires class participation. Four to six participants will work in groups to create a final product that they will present to the large group in order to successfully complete this module.

Inmate Management System Medical Module

Location: Shirley Training Academy, Shirley Complex
Date: April 28, 2006
Time: 9:00am - 3:00pm
Instructor(s): Jeff Garvey, Correctional Program Officer C, DSD
Matt Syring, Correctional Program Officer A/B, DSD

Intended Audience: *Medical Staff.*

COURSE DESCRIPTION:

Participants will receive instruction in the following IMS screens: Notifications, Inmate Schedule, Mental Health/Substance Abuse History, Suicide Query, Medical Orders, Mental Health Watch, Restrictions/Special Needs. Users will demonstrate an understanding and ability to complete the following screens\tasks: enter medical orders; enter mental health watch; Restrictions/Special Needs; Mental Health Substance Abuse History; approve an inmate for a job; complete the release prep form; manage notifications; run the new inmate list report; schedule medical appointments.

May 2006

Inmate Management System Community/Facility Work Crews

Location: Shirley Training Academy, Shirley Complex

Date: May 1, 2006

Time: 9:00am - 1:00 pm

Instructor(s): Jeff Garvey, Correctional Program Officer C, DSD
Matt Syring, Correctional Program Officer A/B, DSD

Intended Audience: *Community/Facility Work Crew Coordinators.*

COURSE DESCRIPTION:

This course will provide staff with an understanding of how to set-up Community Work Crews and Facility Work Crews in the I.M.S., assign and discharge inmates, and maintain a daily log on all crew activities.

Staff Supervision Training for Correction Professional

Location: Shirley Training Academy, Shirley Complex

Date: May 1, 2, 10, 18, & 26, 2006

Time: 8:00am – 4:00pm

Instructor(s): DSD & Departmental Staff

Intended Audience: *Open to Department of Correction recently promoted Sergeants.*

COURSE DESCRIPTION:

One of the most important transitions you will make in your career is the one from doing the work to supervising the work. The transition to first line supervisor calls for more than developing new competencies. It calls for developing a different perspective on your role and a different mind set about your organization.

This course is intended to introduce you to those changes, and prepare you for the challenges you will face.

Note: *Enrollment is limited to (24) participants. This is a five-day program. DOC enrollment should be done through the Program Management screen. The program type is “Supervisors Program”. The course name is 06newsup05.*

Excel 2000 Intermediate

Location: Warren Hall, Bridgewater Complex

Date: May 2, 2006

Time: 9:00am – 4:00pm

Instructor(s): New Horizons Instructor

Intended Audience: *Open to Department of Correction staff that currently use Excel and can complete basic tasks using the application.*

COURSE DESCRIPTION:

This course provides basic techniques for managing large or multiple worksheets. It includes tasks such as Paste Special, range names and advanced functions. Students will also learn how to use outlines, HTML files and hyperlinks. Using worksheet data, the student will create charts and add drawing objects to their work.

Note: *Enrollment is limited to (15) participants.*

Understanding Recidivism

Location: Shirley Training Academy, Shirley Complex

Date: May 4, 2006

Time: 10:00am - 12:00pm

Instructor(s): Rhiana Kohl, Executive Director, Strategic Planning and Research

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This module will provide participants with an overview of the definitions and trends regarding recidivism.

Intermediate Date Comp Workshop

Location: Shirley Training Academy, Shirley Complex
Date: May 4, 2006
Time: 9:00am - 3:00pm
Instructor(s): Emily O'Connor, Correctional Program Officer
A/B, Date Computation Unit
Linda McHugh, Consultant

Intended Audience: *Open to all interested participants This workshop is for people with moderate/intermediate date comp knowledge, especially those who have previously attended the Basic Date Comp training.*

COURSE DESCRIPTION:

Topics will include computing TIS & non-TIS sentences, aggregating from & after's and jail credits. Please bring your date comp calculator.

Training for Impact Strategies

Location: Warren Hall, Bridgewater Complex
Date: May 5, 2006
Time: 8:00am - 12:00 pm
Instructor(s): William Dupre, Director, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

What is the return on investment (ROI) in your training programs? How do you plan, deliver and assess the transfer of knowledge, skills and attitudes to the job? This workshop will explore how training can impact beyond compliance standards and approach training as a strategic performance management tool.

GOALS AND OBJECTIVES:

- Approach training as an ongoing problem-solving process.
- Plan and deliver learning objectives targeting performance beyond the classroom environment and to the job.
- Analyze case studies where impact assessment strategies measure training on immediate, intermediate and ultimate outcome levels.
- Draft a framework of individual lessons on various topics specific to participant needs.

Defensive Driving (State Vehicle)

Location: Shirley Training Academy, Shirley Complex

Date: May 5, 2006

Time: 1:00pm - 3:00pm

Instructor(s): Robert Gould, Sergeant, SBCC

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Class will cover Laws that pertain to Emergency Vehicles (MGL CH90 Sec7b), Consequences Of Failure-, Vehicle Dynamics and Defensive Driving Theories

Note: *Maximum enrollment 30.*

Team Building

Location: Shirley Training Academy, Shirley Complex

Date: May 5, 2006

Time: 12:00pm - 3:00pm

Instructor(s): Esther Gonsalves, Correction Officer, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Participants will obtain a better understanding of the concept of team building and participate in team building activities that will challenge your communication and teamwork skills.

Participants will be able to participate in a light exercise session at the end of the course. It is recommended that participants bring a change of suitable workout attire with them.

Note: *Maximum enrollment 20.*

Access 2000

Location: Warren Hall, Bridgewater Complex

Date: May 8 & 9, 2006

Time: 9:00am - 4:00pm

Instructor(s): New Horizon Instructor

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Participants will receive instruction in the use of Access 2000. Topics will include designing a database, creating forms, using queries and filters, linking data files, importing and exporting data, and building reports. This is a two-day course. Participants need to attend both training sessions.

Note: *Enrollment is limited to 15 participants. This is a two-day program. DOC enrollment should be done through the Program Management screen. The program type is "Support". The course name is 06access05.*

Reentry - What it is and why it's important...

Location: Shirley Training Academy, Shirley Complex

Date: May 11, 2006

Time: 1:00pm - 4:00pm

Instructor(s): Re-entry Division Staff, MADOC

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Everyone in the DOC has a role in Re-entry...

What is your role?

This training provides a basic overview of Reentry and how we are all affected by it. The program objective is to increase the awareness regarding Department of Correction reentry initiatives, recidivism statistics, and the role of the Department and others have in the reentry process.

Confrontation Skills

Location: Shirley Training Academy, Shirley Complex
Date: May 11, 2006
Time: 9:00am - 4:00pm
Instructor(s): William Dupre, Director, DSD

Intended Audience: *Ideal for individuals who manage people or processes as well as those who have supervisory or cross-management responsibilities.*

COURSE DESCRIPTION:

Every team and organization faces disappointment. A coworker misses a deadline, expectations fall far short of the goal, or a direct report just plain behaves badly or inappropriately. Confrontation skills enable individuals to willingly and effectively speak up and confront problems to enhance accountability, improve performance and ensure execution.

GOALS AND OBJECTIVES:

1. **Productivity:** Effectively deal with violations before they escalate into chronic problems
2. **Performance:** Discuss problems without generating defensiveness or resentment.
3. **Leading Change:** Reduce resistance by replacing fear and uncertainty with genuine motivation.
4. **Teamwork:** Hold everyone accountable to the same standards, replacing jealousy and unfairness with inequity and unity.
5. **Relationships:** Confront violated expectations in a way that solves the problem while strengthening the relationship.
6. **Safety:** Make it safe by knowing which infractions to confront and how to confront them, while strengthening the relationship.

Note: *Enrollment is limited to (15) participants.*

Inmate Management System Application: Escapes

Location: Shirley Training Academy, Shirley Complex
Date: May 12, 2006
Time: 12:00pm - 3:00pm
Instructor(s): Jeff Garvey, Correctional Program Officer C, DSD
Matt Syring, Correctional Program Officer A/B, DSD

Intended Audience: *Open to all interested participants*

COURSE DESCRIPTION:

This course will review the use of IMS in the event of an escape. Participants will receive instruction on the following IMS screens: Declare Escape, Notifications, Resolution Status, and Inmate History.

Facility Maintenance Seminar

Location: Shirley Training Academy, Shirley Complex
Date: May 12, 2006
Time: 8:00am - 3:00pm
Instructor(s): MSC Industrial Supply Company Vendors and Representatives.

Intended Audience: *Industrial Instructors, Fire Safety Officers, Tool Control Officers, Environment Health and Safety Officers, and all Facility Maintenance related positions.*

COURSE DESCRIPTION:

Pedestrian Safety Seminar, Adhesive Technology Workshop, Hand Tool Safety, Arc Flash Informational Seminar, Lock out Tag out / Right to Know & Glo-brite Signs, Power Tool Safety. For a more complete description see page 58.

EPRS Training for Supervisors

Location: Shirley Training Academy, Shirley Complex
Date: May 12, 2006
Time: 9:00am - 12:00pm
Instructor(s): Terry Kingman, Training Instructor, DSD

Intended Audience: *Supervisors responsible for EPRS*

COURSE DESCRIPTION:

This course will cover all stages of the EPRS. The main focus will be on Stage C and Stage A for the next Fiscal Year.

Note: *Enrollment is limited to (24) participants.*

Dealing With Difficult People

Location: Shirley Training Academy, Shirley Complex
Date: May 12, 2006
Time: 1:00pm - 4:00pm
Instructor(s): Terry Kingman, Training Instructor, DSD

Intended Audience: *Open to all interested participants*

COURSE DESCRIPTION:

This course will discuss the different types of difficult people and the various ways to deal with these individuals.

Note: Enrollment is limited to (36) participants.

The Female Offender: Gender Responsive Strategies

Location: Shirley Training Academy, Shirley Complex
Date: May 16, 17, & June 6, 2006
Time: 8:00am - 4:00pm
Instructor(s): Department of Correction
Department of Youth Services
Parole

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This workshop will cover the gender responsive services needed to work effectively with the female population. The importance of professionalism and boundaries will be stressed. We will discuss the importance of a positive safe environment for women and what this means to us as staff.

Note: This is a 3 day program. DOC enrollment should be done through the Program Management screen. The program type is "Support". The course name is 06female05.

Overview of the Massachusetts Department of Youth Services

Location: Shirley Training Academy, Shirley Complex
Date: May 17, 2006
Time: 9:00am – 12:00pm
Instructor(s): Heidi Pihl-Buckley, Curriculum Developer,
Massachusetts Department of Youth Services

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This workshop will discuss the risk factors for youth entering the juvenile justice system as well as the protective factors that will keep them out. It will discuss the characteristics of the youth we serve and the types of programs we offer to meet their needs.

Substance Abuse and Recovery

Location: Shirley Training Academy, Shirley Complex
Date: May 18, 2006
Time: 9:00am - 11:00am
Instructor(s): Lindsay Ster, Operations Manager,
Spectrum Health Services

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Participants will learn the basic of substance abuse. Upon successful completion of the program, participants will be able to recognize signs and symptoms of substance abuse and the recovery process.

Note: *Enrollment is limited to (20) participants.*

Reentry - What it is and why it's important...

Location: Warren Hall, Bridgewater Complex
Date: May 18, 2006
Time: 1:00pm – 4:00pm
Instructor(s): Re-entry Division Staff, MADOC

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Everyone in the DOC has a role in Re-entry...

What is your role?

This training provides a basic overview of Reentry and how we are all affected by it. The program objective is to increase the awareness regarding Department of Correction reentry initiatives, recidivism statistics, and the role of the Department and others have in the reentry process.

Community Work Crew Supervisor Training and Related Inmate Management Systems Screen Functions

Location: Warren Hall, Bridgewater Complex
Date: May 19, 2006
Time: 9:00am - 11:00am
Instructor(s): Paul Poirier, Lieutenant, DSD

Intended Audience: *Open to all staff required to supervise a community work crew.*

COURSE DESCRIPTION:

The training will cover all areas related to supervising a community work crew to include duties of the community work crew supervisor and related IMS screens.

- * Duties of the community work crew supervisor.
- * Safe Driving Techniques.
- * Search Procedures.
- * Medical Concerns
- * Emergency Procedures.
- * Security & Accountability Issues
- * Interpersonal Relations with Inmates
- * General Rules

Inmate Management System Medical Module

Location: Warren Hall, Bridgewater Complex
Date: May 19, 2006
Time: 9:00am – 3:00pm
Instructor(s): Jeff Garvey, Correctional Program Officer C, DSD
Matt Syring, Correctional Program Officer A/B, DSD

Intended Audience: *Medical Personnel.*

COURSE DESCRIPTION:

Participants will receive instruction in the following IMS screens: Notifications, Inmate Schedule, Mental Health/Substance Abuse History, Suicide Query, Medical Orders, Mental Health Watch, Restrictions/Special Needs. Users will demonstrate an understanding and ability to complete the following screens/tasks: enter medical orders; enter mental health watch; Restrictions/Special Needs; Mental Health Substance Abuse History; approve an inmate for a job; complete the release prep form; manage notifications; run the new inmate list report; schedule medical appointments.

Training for Trainers

Location: Shirley Training Academy, Shirley Complex
Date: May 22, 23, 24, & 26, 2006
Time: 8:00am – 4:00pm
Instructor(s): Sheila Dupre, Training Manager, DSD
Terry Kingman, Training Instructor, DSD

Intended Audience: *Open to Department of Correction employees.*

COURSE DESCRIPTION:

Successful completion of the course results in Trainer certification. The course will cover Adult Learning Theory, Learning Styles and material development. Participants must attend all modules of the program.

Participants will be required to speak in front of the group at various times throughout the program, culminating in a prepared 10 minute training presentation that will be video taped and critiqued.

***Note:** Enrollment is limited to (15) participants.
This is a 32-hour program. DOC enrollment should be done through the Program Management screen. The program type is “Training for Trainers”.
The course name is 06TT0522.*

Covert Communications

Location: Shirley Training Academy, Shirley Complex
Date: May 22, 2006
Time: 9:00am – 11:00am
Instructor(s): Don Dompierre, Lieutenant, MCI – Cedar Junction
Jeff Smith, Sergeant, MCI-Cedar Junction

Intended Audience: *DOC and Sheriff sworn officers only, ID Required.*

COURSE DESCRIPTION:

Inmates have developed ingenious codes and methods to covertly communicate among themselves and their crime partners on the street. This presentation will demonstrate some of the common methods inmates are now using to covertly communicate.

Fire Safety Officer Training

Location: Shirley Training Academy, Shirley Complex
Date: May 24, 25, 26, 2006
Time: 8:00am – 4:00pm
Instructor(s): Paul Cruz, Acting Deputy Director, Policy Development and Compliance Unit

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This training will provide participants with the knowledge and certification needed to perform the duties of a Fire Safety Officer.

Note: This is a 3 day program. DOC enrollment should be done through the Program Management screen. The program type is “Support”. The course name is 06fso0524.

Chemical Agents/Special Munitions/Distracton Devices

Location: SECC Training Center
Date: May 24, 2006
Time: 9:00am- 5:00pm
Instructor(s): James Murphy, Sergeant, Special Operations Division

Intended Audience: *Superintendents, Deputy Superintendents (Operations), and Directors of Security*

COURSE DESCRIPTION:

This course is for managers with authority to authorize the use of chemical agents, specialty impact munitions or distraction devices as referenced in the 103 DOC 509.04. Participants will receive a policy and procedures overview, use of force overview, court cases and policy updates, criteria for selection, end-user certification requirements, nomenclature of all authorized munitions, disposal procedures, proper deployment methods, munitions effectiveness, physical and psychological effects and decontamination and first aid procedures. This course will include a demonstration component of various chemical agents, special munitions and distraction devices as well as situational awareness on their effectiveness.

Note: *Enrollment is limited to 30 participants*

This is 24-month certification outlined in the 103 DOC 509.04.

Children Who Witness Domestic Violence

Location: Shirley Training Academy, Shirley Complex
Date: May 24, 2006
Time: 9:00am - 3:00pm
Instructor(s): Heather Hall-Martin, Director, Domestic Violence

Intended Audience: *Open to all interested participants*

COURSE DESCRIPTION:

This program will discuss the immediate and long-term affects of children who witness violence in the home. Discussion will include topics such as what will affect the child's response to the violence, children who are at risk, and long-term costs, not only to the child, but also to society. Group exercises and videos will also be part of the program.

Criminal Thinking

Location: Shirley Training Academy, Shirley Complex
Date: May 25, 2006
Time: 9:00am – 3:00pm
Instructor(s): Kerry Keefe, Regional Manager, Spectrum Health Services

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This class explores the cognitive behavior theory as it relates to commissions of crimes and other negative behavior.

Chemical Agents/Special Munitions/Distractive Devices

Location: SECC Training Center
Date: May 25, 2006
Time: 9:00 am- 5:00pm
Instructor(s): James Murphy, Sergeant, Special Operations Division

Intended Audience: *Superintendents, Deputy Superintendents (Operations), and Directors of Security.*

COURSE DESCRIPTION:

This course is for managers with authority to authorize the use of chemical agents, specialty impact munitions or distractive devices as referenced in the 103 DOC 509.04. Participants will receive a policy and procedures overview, use of force overview, court cases and policy updates, criteria for selection, end-user certification requirements, nomenclature of all authorized munitions, disposal procedures, proper deployment methods, munitions effectiveness, physical and psychological effects and decontamination and first aid procedures. This course will include a demonstration component of various chemical agents, special munitions and distractive devices as well as situational awareness on their effectiveness.

Note: *Enrollment is limited to 30 participants
This is 24-month certification outlined in the 103 DOC 509.04.*

American Red Cross CPR & AED

Location: Warren Hall, Bridgewater Complex
Date: May 26, 2006
Time: 8:00am - 12:00pm
Instructor(s): Steve Moniz, Sergeant, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This course will certify staff in attendance in CPR and AED

Advanced Restraints – In-service Program FY'2006

Location: Warren Hall, Bridgewater Complex
Date: May 26, 2006
Time: 9:00am - 11:00am
Instructor(s): Lee Clement, Correction Officer, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Participant's will be learn the policy requirements when placing an inmate in 4-point restraints. Participant's will how to implement the proper procedures required to place inmates on four point restraints and be provided the opportunity to demonstrate these skills.

Inmate Management System Application: Escapes

Location: Warren Hall, Bridgewater Complex
Date: May 26, 2006
Time: 12:00pm - 3:00pm
Instructor(s): Matt Syring, Correctional Program Officer
A/B, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This course will review the use of IMS in the event of an escape. Participants will receive instruction on the following IMS screens: Declare Escape, Notifications, Resolution Status, and Inmate History.

Health and Fitness Workshop

Location: Warren Hall, Bridgewater Complex
Date: May 26, 2006
Time: 1:00pm - 3:00pm
Instructor(s): Steve Moniz, Sergeant, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Class will focus on principles of basic nutrition for healthy weight management or weight loss, basic fitness and stress management.

Conflict Resolution and Problem Solving

Location: Warren Hall, Bridgewater Complex
Date: May 31, 2006
Time: 9:00am - 3:00pm
Instructor(s): William Sturgeon, Director of the Center for Rural Preparedness and Emergency Services, Southern Vermont College

Intended Audience: *Open to all interested participants..*

COURSE DESCRIPTION:

This module will instruct the participants on how to use a specific model to mediate conflict and then progress to problem solving. Many parts of this module have been taken from the National Institute of Corrections and Bureau of Prisons management classes.

The learning objectives for this module are to demonstrate to the participants the different types of conflict and how to work through them. The problem-solving model will prepare the participants to systematically and objectively work their way through a problem. The module is interactive and requires class participation. Four to six participants will work in groups to create a final product that they will present to the large group in order to successfully complete this module.

Inmate Management System Programs Module

Location: Warren Hall, Bridgewater Complex
Date: May 31, 2006
Time: 9:00am – 1:00pm
Instructor(s): Karen Swank, Training Officer, DSD

Intended Audience: *Open to all program staff.*

COURSE DESCRIPTION:

Participants will receive instruction in the use of the following IMS screens: Create Institutional Schedule, Enrollment, Program Wait List Query, Attendance, Performance Rating, Credit Approval, Attendance and Discharge Query, Inmate Schedule, and Program Query. Staff will be provided an opportunity for guided and independent practice utilizing the IMS Training Database. Upon completion of this course staff will be able to create programs, enroll/terminate inmates to/from programs, manage the program wait list, document inmate program attendance, and complete performance ratings. Staff will also be able to produce the following report from IMS: Print Program Statistics.

Note: *Enrollment is limited to (15) participants.*

June 2006

Confrontation Skills

Location: Warren Hall, Bridgewater Complex
Date: June 2, 2006
Time: 9:00am - 4:00pm
Instructor(s): William Dupre, Director, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Every team and organization faces disappointment. A coworker misses a deadline, expectations fall far short of the goal, or a direct report just plain behaves badly or inappropriately. Confrontation skills enable individuals to willingly and effectively speak up and confront problems to enhance accountability, improve performance and ensure execution.

GOALS AND OBJECTIVES:

1. **Productivity:** Effectively deal with violations before they escalate into chronic problems.
2. **Performance:** Discuss problems without generating defensiveness or resentment.
3. **Leading Change:** Reduce resistance by replacing fear and uncertainty with genuine motivation.
4. **Teamwork:** Hold everyone accountable to the same standards, replacing jealousy and unfairness with inequity and unity.
5. **Relationships:** Confront violated expectations in a way that solves the problem while strengthening the relationship.
6. **Safety:** Make it safe by knowing which infractions to confront and how to confront them, while strengthening the relationship.

Note: *Enrollment is limited to (15) participants.*

Interpersonal Relations - Boundaries

Location: Warren Hall, Bridgewater Complex
Date: June 2, 2006
Time: 9:00am – 11:00am
Instructor(s): Janice Perez, Correction Program Officer, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Participants will learn how to establish boundaries and recognize signs of violations. Learn about effective staff/offender relationships and learn the warning signs that a boundary has been compromised. Upon successful completion of the program, students will be able to recognize violations and the importance of limit setting and demonstrate the techniques and tactics covered in the program.

Note: *Enrollment is limited to (20) participants.*

Staff Supervision Training for Correction Professional

Location: Warren Hall, Bridgewater Complex
Date: June 5, 6, 14, 22 & 30, 2006
Time: 8:00am – 4:00pm
Instructor(s): DSD & Departmental Staff

Intended Audience: *Open to Department of Correction recently promoted Sergeants.*

COURSE DESCRIPTION:

One of the most important transitions you will make in your career is the one from doing the work to supervising the work. The transition to first line supervisor calls for more than developing new competencies. It calls for developing a different perspective on your role and a different mind set about your organization.

This course is intended to introduce you to those changes, and prepare you for the challenges you will face.

Note: *Enrollment is limited to (24) participants. This is a five-day program. DOC enrollment should be done through the Program Management screen. The program type is “Supervisors Program”. The course name is 06newsup06.*

Overview of the Massachusetts Department of Youth Services

Location: Warren Hall, Bridgewater Complex
Date: June 6, 2006
Time: 9:00am – 12:00pm
Instructor(s): Heidi Pihl-Buckley, Curriculum Developer, Massachusetts Department of Youth Services

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This workshop will focus on the Parole Board’s newly restructured community-based parole offices. These new offices will be called Regional Reentry Centers (RRC) and will serve as the “nucleus” of reentry services for all offenders’ released from correctional facilities. An update will be provided on the Regional Reentry Centers and a new women offender’s program called *Reach for the Stars*.

Note: *Enrollment is limited to (24) participants. This is a five-day program.*

“The Prison Rape Elimination Act and It’s Statewide Impact”

Location: Sturbridge Host Hotel & Conference Center
Date: June 8, 2006

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

PREA Statewide Symposium

A statewide educational and training program for correctional staff and other law enforcement officials for a coordinated and evidence-based State response. This training is a coordinated, well-informed response to the requirements of the PREA mandate and community safety concerns related to prisoner sexual violence.

Look for more information on the Department Intranet, and Internet pages!

A conference brochure will be available in the near future.

Working Together Effectively

Location: Warren Hall, Bridgewater Complex
Date: June 9, 2006
Time: 9:00am – 12:00pm
Instructor(s): Heidi Pihl-Buckley, Curriculum Developer, Massachusetts Department of Youth Services

Intended Audience: *Open to all interested participants*

COURSE DESCRIPTION:

This interactive solutions based workshop will focus on the issues we deal with on an everyday basis. How do we deal with our co-workers professionally? When we are having an issue with someone do we go to him or her or a third person? How can we be part of the solution instead of part of the problem?

NOTE: Participants should bring with them a topic & material for creating job related presentation, which they can utilize upon returning to their worksite.

Self Defense Awareness and Techniques for Women

Location: Shirley Training Academy, Shirley Complex
Date: June 9, 2006
Time: 12:00pm - 2:00pm
Instructor(s): Fred Lavenski, Training Instructor, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This program is designed to raise awareness of ones personal safety and to understand the importance of predicting behavior, listening to intuition, and avoiding potentially dangerous situations. This program will also teach hands on escape and evasive techniques that are simple, effective, and easy to learn.

Facility Maintenance Seminar

Location: Warren Hall, Bridgewater Complex
Date: June 9, 2006
Time: 8:00am - 3:00pm
Instructor(s): MSC Industrial Supply Company Vendors and Representatives.

Intended Audience: *Industrial Instructors, Fire Safety Officers, Tool Control Officers, Environment Health and Safety Officers, and all Facility Maintenance related positions.*

COURSE DESCRIPTION:

Pedestrian Safety Seminar, Adhesive Technology Workshop, Hand Tool Safety, Arc Flash Informational Seminar, Lock out Tag out / Right to Know & Glo-brite Signs, Power Tool Safety. For a more complete description see page 58.

Note: *Comfortable clothing and shoes are recommended.*

Wellness and Fitness - In-service Program FY'06

Location: Shirley Training Academy, Shirley Complex
Date: June 9, 2006
Time: 9:00am – 12:00pm
Instructor(s): Mark Montaquila, Sergeant, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Participants will be able to identify healthy and unhealthy eating habits, learn how to increase cardiovascular capacity, the importance of keeping a healthy heart and blood pressure and what the numbers mean, and learn the importance of setting and keeping goals.

Note: *It is recommended that participants bring a change of suitable workout attire with them.*

Women Offenders: Guiding Principles

Location: Shirley Training Academy, Shirley Complex
Date: June 15, 2006
Time: 9:00am - 4:00pm
Instructor(s): Laura Prescott, Director of Female Services, Department of Youth Services

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Demographic information of female offenders, proportion of incarceration, and offense distribution to understand female criminality through highlighting life experiences. Developmental, biological, and psychological differences in women will be explored.

Anatomy of a Set - Up

Location: Shirley Training Academy, Shirley Complex
Date: June 15, 2006
Time: 9:00am – 12:00pm
Instructor(s): Janice Perez, Correction Program Officer, DSD
Patricia Merrill, Sergeant, MCI Framingham

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Participants will learn the techniques to be able to identify, monitor and prevent a set-up before it occurs.

Massachusetts Parole Boards Regional Re-entry Centers and Women's Programs

Location: Shirley Training Academy, Shirley Complex
Date: June 15, 2006
Time: 10:00am – 12:00pm
Instructor(s): Kira Dunn, Director of Re-entry Services,
Massachusetts Parole Board
Tina Hurley, Director of Women's Services,
Massachusetts Parole Board

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Recognizing the multiple generations interacting in today's workplace and identifies their primary characteristics. We will discuss strengths, weaknesses and job related needs of each & what we can do to work more collaboratively.

EPRS Training for Supervisors

Location: Shirley Training Academy, Shirley Complex
Date: June 15, 2006
Time: 9:00am – 12:00pm
Instructor(s): Terry Kingman, Training Instructor, DSD

Intended Audience: *Supervisors responsible for EPRS.*

COURSE DESCRIPTION:

This course will cover all stages of the EPRS. The main focus will be on Stage C and Stage A for the next Fiscal Year.

Working With the Intergenerational Workforce

Location: Warren Hall, Bridgewater Complex
Date: June 20, 2006
Time: 9:00am – 4:00pm
Instructor(s): Michael Gillen, Director of Training , DYS
Heidi Pihl-Buckley, Curriculum Developer, DYS

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Recognizing the multiple generations interacting in today's workplace and identifies their primary characteristics. We will discuss strengths, weaknesses and job related needs of each & what we can do to work more collaboratively.

Auditor Training

Location: Shirley Training Academy, Shirley Complex
Date: June 22, 2006
Time: 8:00am - 4:00pm
Instructor(s): David Nolan, Director, Policy Development and Compliance Unit

Intended Audience: *This program is limited to Department of Correction Managers, Supervisors and ACA Coordinators.*

COURSE DESCRIPTION:

This program is designed to educate Departmental Managers, Supervisors and ACA Coordinators regarding the audit process, ACA standards, Departmental policy and the adherence to 103 DOC 104. Participants will be provided the opportunity to assess policy, procedure and practice at a correctional facility.

Women Offenders: Guiding Principles

Location: Warren Hall, Bridgewater Complex
Date: June 22, 2006
Time: 9:00am – 4:00pm
Instructor(s): Laura Prescott, Director of Female Services
Department of Youth Services
Heidi Pihl-Buckley, Curriculum Developer,
Department of Youth Services

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Demographic information of female offenders, proportion of incarceration, and offense distribution to understand female criminality through highlighting life experiences. Developmental, biological, and psychological differences in women will be explored.

Caring With Restraints: Inmates as S.A.N.E. Patients

Location: Shirley Training Academy, Shirley Complex
Date: June 22, 2006
Time: 10:00am - 12:00pm
Instructor(s): Kathy Jolin, BSN RN S.A.N.E.,
WMass S.A.N.E. Coordinator
Massachusetts Sexual Assault Nurse Examiner
Program

Intended Audience: *Medical and Mental Health Care Providers,
Correctional Staff.*

COURSE DESCRIPTION:

This workshop will provide participants information and guidance regarding the care of sexually assaulted inmates. Content will include prison/jail sociology, sexual assault in the correctional environment, the inmate victim, the Prison Rape Elimination Act; health care, corrections and inmate cultures, correctional safety/security concerns, Sexual Assault Nurse Examiner care, and practical information on the performance of forensic evidence collection, examination, and documentation.

Dealing With Difficult People

Location: Warren Hall, Bridgewater Complex
Date: June 23, 2006
Time: 9:00am - 12:00pm
Instructor(s): Terry Kingman, Training Instructor, DSD

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This course will discuss the different types of difficult people and the various ways to deal with these individuals.

Note: *Enrollment is limited to (36) participants*

Women Offenders: Guiding Principles

Location: Shirley Training Academy, Shirley Complex
Date: June 28, 2006
Time: 9:00am - 4:00pm
Instructor(s): Laura Prescott, Director of Female Services
Department of Youth Services
Heidi Pihl-Buckley, Curriculum Developer,
Department of Youth Services

Intended Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Recognizing the multiple generations interacting in today's workplace and identifies their primary characteristics. We will discuss strengths, weaknesses and job related needs of each & what we can do to work more collaboratively.

Conflict Resolution and Problem Solving

Location: Shirley Training Academy, Shirley Complex
Date: June 29, 2006
Time: 9:00am - 3:00pm
Instructor(s): William Sturgeon, Director of the Center for
Rural Preparedness and Emergency Services,
Southern Vermont College

Intended Audience: *Open to all interested participants..*

COURSE DESCRIPTION:

This module will instruct the participants on how to use a specific model to mediate conflict and then progress to problem solving. Many parts of this module have been taken from the National Institute of Corrections and Bureau of Prisons management classes.

The learning objectives for this module are to demonstrate to the participants the different types of conflict and how to work through them. The problem-solving model will prepare the participants to systematically and objectively work their way through a problem. The module is interactive and requires class participation. Four to six participants will work in groups to create a final product that they will present to the large group in order to successfully complete this module.

Monthly Reference Guide

April

| Course Title | Page | Date | Location | Time |
|--|------|---|--------------------------|-------------------|
| Staff Supervision Training for Correction Professionals | 11 | 4/ 3, 4/4, 4/12, 4/20, 4/28/06 | Warren Hall | 8:00 am – 4:00 pm |
| Microsoft PowerPoint - Intermediate Level | 11 | 4/3/06 | Shirley Training Academy | 9:00am – 12:00am |
| Intermediate Date Comp Workshop | 12 | 4/6/06 | Warren Hall | 9:00am – 3:00pm |
| “ARC Flash Training ” and Product Demonstration | 12 | 4/6/06 | Shirley Training Academy | 8:00am – 2:30pm |
| “ARC Flash Training ” and Product Demonstration | 13 | 4/7/06 | Warren Hall | 8:00am – 2:30pm |
| Captivate Introductory | 13 | 4/7/06 | Shirley Training Academy | 9:00am – 4:00pm |
| Creating Forms with Microsoft Word | 14 | 4/10, 4/11/06 | Warren Hall | 8:00 am – 4:00 pm |
| Date Computation - Parole Violators | 14 | 4/11, 4/13/06 | Shirley Training Academy | 9:00am – 1:00pm |
| Children Who Witness Domestic Violence | 15 | 4/12/06 | Warren Hall | 9:00am – 3:00pm |
| Advanced Restraints | 15 | 4/12/06 | Warren Hall | 9:00am – 11:00am |
| Adult CPR and AED - In-service | 16 | 4/12/06 | Shirley Training Academy | 12:00pm – 4:00pm |
| Outside Hospital Procedures | 16 | 4/12/06 | Warren Hall | 1:00pm – 3:00pm |
| Self Defense Techniques – In-service Program FY’06 | 17 | 4/13/06 | Shirley Training Academy | 9:00am – 11:00am |
| Inmate Management System Training on Community / Facility Work Crews | 17 | 4/14/06 | Warren Hall | 9:00am – 1:00pm |
| Security Threat Groups / Prison Gangs in MADOC | 18 | 4/14/06 | Warren Hall | 9:00am – 11:00am |
| Extraction Video Camera Operations (Training for Trainers) | 18 | 4/14/06 | Shirley Training Academy | 8:00am – 4:00pm |
| Overview of Law Enforcement “Cooper Standards” | 19 | 4/17/06 | Shirley Training Academy | 9:00am – 12:00pm |
| Interpersonal Relations - Boundaries | 19 | 4/20/06 | Warren Hall | 9:00am – 11:00am |
| Working Together Effectively | 20 | 4/20/06 | Shirley Training Academy | 9:00am – 12:00pm |
| The Use of Force for Managers and Shift Commanders | 20 | 4/21/06 | Warren Hall | 12:00pm – 3:00pm |
| The Legislative Process | 21 | 4/21/06 | Shirley Training Academy | 9:00am – 12:00pm |
| Health and Fitness Workshop | 21 | 4/21/06 | Shirley Training Academy | 9:00am – 12:00pm |
| Advanced Restraints – In-service Program FY’2006 | 22 | 4/24/06 | Shirley Training Academy | 9:00am – 11:00am |

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|--|----|-------------------|--------------------------|------------------|
| Creating Forms with Microsoft Word | 22 | 4/24 & 4/25/06 | Shirley Training Academy | 8:00am – 4:00pm |
| Community Work Crew Supervisor Training and related Inmate Management System functions | 23 | 4/27/06 | Shirley Training Academy | 9:00am – 11:00am |
| Extraction Team Leader/Chemical Agents End-User | 23 | 4/27/06 | SECC Training Center | 9:00am - 1:00pm |
| Conflict Resolution and Problem Solving | 24 | 4/27/06 | Shirley Training Academy | 9:00am – 3:00pm |
| Inmate Management System Medical Module | 24 | 4/28/06 | Shirley Training Academy | 9:00am – 3:00pm |

Monthly Reference Guide

May

| Course Title | Page | Date | Location | Time |
|--|------|---|--------------------------|-------------------|
| Inmate Management System Community/Facility Work Crews | 25 | 5/1/06 | Shirley Training Academy | 9:00am – 1:00pm |
| Staff Supervision Training for Correctional Professionals | 25 | 5/1, 5/2, 5/10, 5/18, 5/26/06 | Shirley Training Academy | 8:00am – 4:00pm |
| Excel 2000 Intermediate | 26 | 5/2/06 | Warren Hall | 9:00am – 4:00pm |
| Understanding Recidivism | 26 | 5/4/06 | Shirley Training Academy | 10:00am – 12:00pm |
| Intermediate Date Computation Workshop | 27 | 5/4/06 | Shirley Training Academy | 9:00pm – 3:00pm |
| Training for Impact Strategies | 27 | 5/5/06 | Warren Hall | 8:00am – 12:00pm |
| Defensive Driving (State Vehicle) | 28 | 5/5/06 | Shirley Training Academy | 1:00pm – 3:00pm |
| Team Building | 28 | 5/5/06 | Shirley Training Academy | 12:00pm – 3:00pm |
| Access 2000 (2 Days) | 29 | 5/8, 5/9/06 | Warren Hall | 9:00am – 4:00pm |
| Reentry - what it is and why it's important? | 29 | 5/11/06 | Shirley Training Academy | 1:00pm – 4:00pm |
| Confrontation Skills | 30 | 5/11/06 | Shirley Training Academy | 9:00am – 4:00pm |
| Inmate Management System Applications: (Escapes) | 30 | 5/12/06 | Shirley Training Academy | 12:00pm – 3:00pm |
| Facility Maintenance Seminar | 31 | 5/12/06 | Shirley Training Academy | 8:00am – 3:00pm |
| EPRS Training for Supervisors | 31 | 5/12/06 | Shirley Training Academy | 9:00am – 12:00pm |
| Dealing with Difficult People | 32 | 5/12/06 | Shirley Training Academy | 1:00pm – 4:00pm |
| The Female Offender: Gender responsive Strategies | 32 | 5/16 & 17 and 6/6/06 | Shirley Training Academy | 8:00am – 4:00pm |
| Overview of the Massachusetts Department of Youth Services | 33 | 5/17/06 | Shirley Training Academy | 9:00am – 12:00am |
| Substance Abuse and Recovery | 33 | 5/18/06 | Shirley Training Academy | 9:00am – 11:00am |
| Reentry - what it is and why it's important? | 34 | 5/18/06 | Warren Hall | 1:00pm – 4:00pm |
| Community Work Crew Supervisor Training and Related Inmate Management Systems Screen Functions | 34 | 5/19/06 | Warren Hall | 9:00am – 11:00am |
| Inmate Management System Medical Module | 35 | 5/19/06 | Warren Hall | 9:00am – 3:00PM |

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|--|----|----------------------------|--------------------------|------------------|
| Training for Trainers | 35 | 5/22, 23, 24 & 26/06 | Shirley Training Academy | 8:00am – 4:00pm |
| Covert Communications | 36 | 5/22/06 | Shirley Training Academy | 9:00am – 11:00am |
| Fire Safety Officer Training | 36 | 5/24, 5/25, 5/26/06 | Shirley Training Academy | 8:00am – 4:00pm |
| Chemical Agents/Special Munitions/Distracton Devices | 37 | 5/24/06 | SECC Training Center | 9:00am – 5:00pm |
| Children Who Witness Domestic Violence | 37 | 5/24/06 | Shirley Training Academy | 9:00am – 3:00pm |
| Criminal Thinking | 38 | 5/25/06 | Shirley Training Academy | 9:00am – 3:00pm |
| Chemical Agents/Special Munitions/Distracton Devices | 38 | 5/25/06 | SECC Training Center | 9:00am – 5:00pm |
| American Red Cross CPR and AED | 39 | 5/26/06 | Warren Hall | 8:00am – 12:00pm |
| Advanced Restraints – In-service Program FY'2006 | 39 | 5/26/06 | Warren Hall | 9:00am – 11:00am |
| Inmate Management System Applications: (Escapes) | 40 | 5/26/06 | Warren Hall | 12:00pm – 3:00pm |
| Health and Fitness Workshop | 40 | 5/26/06 | Warren Hall | 1:00pm – 3:00pm |
| Conflict Management and Problem Solving | 41 | 5/31/06 | Warren Hall | 9:00am – 3:00pm |
| Inmate Management System Programs Module | 41 | 5/31/06 | Warren Hall | 9:00am – 1:00pm |

Monthly Reference Guide

June

| Course Title | Page | Date | Location | Time |
|--|------|---|---|-------------------|
| Confrontation Skills | 42 | 6/2/06 | Warren Hall | 9:00am – 4:00pm |
| Interpersonal Relations – Boundaries | 42 | 6/2/06 | Warren Hall | 9:00am – 11:00am |
| Staff Supervision Training for Correctional Professionals | 43 | 6/5, 6/6, 6/14, 6/22, 6/30/06 | Warren Hall | 8:00am – 4:00pm |
| Overview of the Massachusetts Department of Youth Services | 43 | 6/6/06 | Warren Hall | 9:00am – 12:00am |
| “The Prison Rape Elimination Act and It’s Statewide Impact” | 44 | 6/8/06 | Sturbridge Host Hotel and Conference Center | 9:00am – 4:00pm |
| Working Together Effectively | 44 | 6/9/06 | Warren Hall | 9:00am – 12:00pm |
| Self Defense Awareness and Techniques for Women | 45 | 6/9/06 | Shirley Training Academy | 12:00pm – 2:00pm |
| Facility Maintenance Seminar | 45 | 6/9/06 | Warren Hall | 8:00am – 3:00pm |
| Wellness and Fitness - In-service Program FY’06 | 46 | 6/9/06 | Shirley Training Academy | 9:00am – 12:00pm |
| Women Offenders: Guiding Principles | 46 | 6/15/06 | Shirley Training Academy | 9:00am – 4:00pm |
| Anatomy of a Set Up | 47 | 6/15/06 | Shirley Training Academy | 9:00am – 12:00am |
| Massachusetts Parole Boards Regional Re-entry Centers and Women’s Programs | 47 | 6/15/06 | Shirley Training Academy | 10:00am – 12:00am |
| EPRS Training for Supervisors | 48 | 6/15/06 | Shirley Training Academy | 9:00am – 12:00am |
| Working With the Intergenerational Workforce | 48 | 6/20/06 | Warren Hall | 9:00am – 4:00pm |
| Auditor Training | 49 | 6/22/06 | Shirley Training Academy | 8:00am – 4:00pm |
| Women Offenders: Guiding Principles | 49 | 6/22/06 | Warren Hall | 9:00am – 4:00pm |
| Caring with Restraints: Inmates as S.A.N.E. Patients | 50 | 6/22/06 | Shirley Training Academy | 10:00am – 12:00pm |
| Dealing with Difficult People | 50 | 6/23/06 | Warren Hall | 9:00am – 12:00PM |
| Employee Benefit’s Fair (Insert – perforated edge for removal) | | | Shirley Training Academy | 8:00am – 4:00pm |
| Women Offenders: Guiding Principles | 51 | 6/28/06 | Shirley Training Academy | 9:00am – 4:00pm |
| Conflict Resolution and Problem Solving | 51 | 6/29/06 | Shirley Training Academy | 9:00am – 3:00pm |



8:30-12:00PM

Arc Flash informational session includes presentations and discussions from three manufacturers: Brady (Lock Out/Tag Out), Square D (Electrical Safety) and Salisbury (Personal Protective Equipment). The Brady portion focuses on Lock Out/Tag Out (LOTO) Awareness including keys to a proper LOTO program, how to properly de-energize and safely work on equipment, 4 video case scenarios and required labeling for the NFPA 70E Arc Flash Standard. The Square D portion will cover industry standards related to electrical safety, basic requirements of an electrical safety program; state the need for required practices, training and facility analysis and a short video about arc flash exposure and the results of an incident. The Salisbury portion will include a review of the NFPA 70E standard as it pertains to Arc Flash Personal Protective Equipment and information covering the use of Arc Flash clothing, Dielectric Gloves and Insulated Hand Tools.

12:00-12:30PM Lunch (Provided)

12:30-1:30PM

General hand protection covering Chemical Resistant (glove compounds, positive and negatives of each and how to read Ansell's chemical chart), Cut Resistant (Kevlar, Dyneema and Spectra, advantages and disadvantages of each), General Purpose (Focus is on dexterity, comfort and why to wear each type), Disposables (types and applications) and Special Purpose (heat-resistant, cold-resistant and anti-vibration/impact) gloves. Brief overview of protective clothing including aprons, sleeves and rain suits. Overview of Ansell gloves that other Correctional facilities are using and why. Presenter is Deb Peters of Ansell. Ansell is the world's largest manufacturer of synthetic gloves offering the largest glove selection of any manufacturer.



DEPARTMENT OF CORRECTIONS TRAINING AGENDA

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|----------------------|---|
| 8:00 -8:10 | WELCOME |
| 8:10 - 9:00 | SLIPS & FALLS - RUBBERMAID |
| 9:00 - 10:00 | ADHESIVE WORKSHOP -LOCTITE |
| 10:00-10:15 | BREAK |
| 10:15 - 11:10 | HAND TOOL SAFETY--STANLEY-PROTO |
| 11:10 - 12:00 | ARC FLASH - SALISBURY |
| 12:00 - 1:00 | LUNCH - MSC DEMO |
| 1:00 - 2:00 | LOCK OUT TAG OUT, RIGHT TO KNOW, & Globrite Signs, NATIONAL MARKER |
| 2:00 - 3:00 | POWER TOOL SAFETY - DEWALT |
| 3:00 | DOOR PRIZE --- ADJORN |



Training Sessions and Safety Seminars available to your Department through MSC Industrial Supply.

Training seminars are available to you and your staff via the manufacturers represented by MSC. These are generally held at your location when your staff is available. We do not charge for these seminars (unless otherwise noted). They are part of the value-added services offered by MSC. We do ask that a minimum of 10 people be available per session.

Pedestrian Safety Seminar

❑ Rubbermaid

According to OSHA, slip, trip, and fall accidents are the leading cause of injuries in commercial environments. Since 1980, injury lawsuits have risen by more than 300%. This safety seminar will help warn employees and customers of potentially dangerous areas where slips and falls may occur. You will be shown a systematic approach to address your safety needs. A complete and innovative line of pedestrian safety products will be demonstrated.

Adhesive Technology Workshop

❑ Loctite

Learn how today's MRO adhesive and sealant technology helps you cut maintenance time and cost while increasing reliability. You will gain a working knowledge of the faster, better, lower cost ways to bond, seal. Recent innovations in adhesive technologies offer a wealth of design flexibility and new methods to consider. Now you can gain a working knowledge of the many options available for adhesive bonding in your workplace.

Hand Tool Safety

❑ Stanley-Proto Hand Tools

General Overview, Striking and Struck Tools, Knives and Blades, Wrenches, Sockets and Accessories.

Hand tool safety seminars stimulate thoughts about proper use of hand tools and selecting the right tool for the job or task, as well as, touching on complex subjects like ergonomics and the workplace. Will provide hands on demonstrations about different features of hand tools and how those features have been designed to reduce injuries in the workplace and homes and highlight the most commonly made errors

This program helps identify ergonomic design problems in the workplace. The New 2006 video demonstrates how to choose the right tools to minimize repetitive strain conditions and teaches how to use less physical force to get the job done.



Arc Flash Informational Seminar

❑ [Salisbury](#)

Informational training concerning compliance to NFPA 70E standard with special reference to Arc flash clothing, dielectric gloves and insulated tools. Salisbury is the world leader in the manufacturing of personal protective equipment and live line tools to protect electrical workers from hazards of their job. Salisbury offers the complete solution with insulating rubber gloves, blankets, line hose, temporary grounding insulators, plastic cover-up and dielectric boots.

Lock out Tag out / Right to Know & Glo-brite Signs

❑ [National Marker Co.](#)

The seminar will identify the current OSHA regulations, NFPA codes, and Dept. or Labor requirements for your facility. Topics of discussion include Lock out/Tag out procedures/products, Glo-Brite exit signs, bilingual and custom signs. NMC also offers free facility audits to assist you in meeting all the requirements of State and Federal agencies in regards to safety signage and identification.

Power Tool Safety

❑ [Dewalt Power Tools](#)

POWER TOOL SAFETY EMPHASIZES POWER TOOL SAFETY, BEFORE USING THE TOOLS, DURING USE AND AFTER THE PROJECT IS COMPLETE. WE RECOMMEND THAT ALL NEW EMPLOYEES RECEIVE BASIC SKILLS TRAINING IN POWER TOOLS AND SAFETY. SLIDE PRESENTATIONS, VIDEO, AND POSTERS, TRAINING CERTIFICATES AS WELL AS HANDS ON DEMONSTRATION OF SAFETY FEATURES OF THE PRODUCTS ARE PART OF THIS PROGRAM.



The Bulletin Board

Upcoming training...next quarter!

- Staff Supervision for Supervisors – This program will be offered quarterly.
- The Criminal History Systems Board will offer criminal Offender Record Information training during the next quarter.
- Environmental Health and Safety Officer Training will be offered in October 2006.
- In-Service Training Program scheduled to begin September 11, 2006.

Department Of Correction

Department of Correction Training Academy

Harvard Road, P.O. Box 1486
Shirley, MA 01464

Telephone: (978) 514-6703

From Boston: Take Storrow Drive West to Alewife Brook Parkway and Route 2 West past the Fresh Pond Mall and Alewife MBTA station. Go through Belmont, Lexington, Lincoln and Concord to the Routes 2/2A-rotary (MCI-Concord on left). Exit rotary at route 2 west and go through Acton and Littleton. Continue following Route 2 West to exit 36 the Shirley Rd. Shirley exit. Bear right off the exit ramp. Turn left at the stop sign. MCI-Shirley Complex is immediately on the right. Take that right onto the access road. Follow that access road past Souza Baranowski Correctional Center on right. At intersection, take a left. Follow the driveway up the hill and the academy is located at the top of the hill with the white columns.

From the North: Take Route 495 South to exit 29B (Route 2 West). Follow Route 2 West to exit 36 Shirley Rd Shirley exit. Bear right off the exit ramp. Turn left at the stop sign. MCI-Shirley Complex is immediately on the right. Take a right on to the access road. Follow that access road past Souza Baranowski Correctional Center on right. At intersection, take a left. Follow the driveway up the hill and the academy is located at the top of the hill with the white columns.

From the South: Take Route 495 North to exit 29B (Route 2 West). Follow Route 2 West to exit 36 Shirley Rd. Shirley exit. Bear right off the exit ramp. Turn left at the stop sign. MCI-Shirley Complex is immediately on the right. Take a right on to the access road. Follow that access road past Souza Baranowski Correctional Center on right. At intersection, take a left. Follow the driveway up the hill and the academy is located at the top of the hill with the white columns.

From the East: Take Route 2 West to exit 36 Shirley Rd. Shirley exit. Bear right off the exit ramp. Turn left at the stop sign. MCI-Shirley Complex is immediately on the right. Take a right on to the access road and follow past Souza Baranowski Correctional center on right. At intersection, take a left. Follow the driveway up the hill and the academy is located at the top of the hill with the white columns.

From the West: Take Route 2 East to exit 36 Shirley Rd. Shirley exit. Bear right off the exit ramp. Go over Route 2 and MCI-Shirley Complex will be on the right. Take a right on to the access road and follow past Souza Baranowski Correctional Center on the right. At intersection, take a left. Follow the driveway up the hill and the academy is located at the top of the hill with the white columns.

Department of Correction - Warren Hall Training

12 Administration Rd.
Bridgewater, MA 02324

Telephone: (508) 279-3839 or (508) 279-3840

DIRECTIONS:

All directions are from Interstate 495 so depending on where you are traveling from you will need to get on to Interstate 495. It can be accessed from the following other major routes: Route 2, MA Pike, 95, 24 and 128.

From Boston, North and West:

Route 495 South to Exit 6, bear right off of exit ramp.

At Middleboro Rotary take Routes 18/28 North. Follow approximately 1.5 miles to your first major traffic light (Binky's restaurant is on your right) and take a right. Approximately 1/4 mile up, take a left onto Titticut Rd. This is the old access road to the Bridgewater Correctional Complex. Follow this road until you come to a stop sign and a large parking lot on your left. This is the parking lot for Warren Hall. Take a left at the stop sign and into the parking lot. Warren Hall is the gray concrete building off to your left. Follow the long pathway and that will bring you to the front steps to the building.

From the South:

Route 495 North to exit 5, bear right off of exit ramp.

At Middleboro Rotary take Routes 18/28 North. Follow approximately 1.5 miles to your first major traffic light (Binky's restaurant is on your right) and take a right. Approximately 1/4 mile up, take a left onto Titticut Rd. This is the old access road to the Bridgewater Correctional Complex. Follow this road until you come to a stop sign and a large parking lot on your left. This is the parking lot for Warren Hall. Take a left at the stop sign and into the parking lot. Warren Hall is the gray concrete building off to your left. Follow the long pathway and that will bring you to the front steps to the building.

From the East:

Take 44 West to the rotary. At Middleboro Rotary take Routes 18/28 North. Follow approximately 1.5 miles to your first major traffic light (Binky's restaurant is on your right) and take a right. Approximately 1/4 mile up, take a left onto Titticut Rd. This is the old access road to the Bridgewater Correctional Complex. Follow this until you come to a stop sign and a large parking lot on your left. This is the parking lot for Warren Hall. Take a left at the stop sign and into the parking lot. Warren Hall is the gray concrete building off to your left. Follow the long pathway and that will bring you to the front steps to the building.